

Message Text

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DHEW/OIH:RDECAIRES

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SUBJ: DRAFT CONTRACT BETWEEN WHO & DHEW

FOLLOWING IS A DRAFT SCOPE OF WORK OF A CONTRACT BETWEEN WORLD HEALTH ORGANIZATION AND DEPARTMENT OF HEALTH EDUCATION AND WELFARE. IT IS TO BE CHECKED FOR FORM AND CONTENT BY WHO OFFICIALS INVOLVED IN CONTRACT NEGOTIATIONS AND NOW ON TDY. PLEASE TRANSMIT THIS CABLE AS SOON AS POSSIBLE TO THE INTENDED RECIPIENTS AT PAHO COUNTRY OFFICE:

RAUL VARGAS

PAN AMERICAN HEALTH ORGANIZATION

QUITO, ECUADOR

GASTON OXMAN

PAN AMERICAN HEALTH ORGANIZATION

LIMA, PERU

ARTICLE I - DESCRIPTION AND SCOPE OF WORK

A. THE CONTRACTOR (WHO) SHALL DEVELOP A PROGRAM TO EXCHANGE AND UNCLASSIFIED

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ORGANIZE HEALTH PLANNING INFORMATION ON A WORLD-WIDE LEVEL. THE DIVISION OF PLANNING METHODS AND TECHNOLOGY (DPM&T), BHPRD, HRA WILL SERVE AS THE MAJOR U.S. INSTITUTION IN THIS PROGRAM. COLLABORATIVE EFFORTS WILL CENTER ON:

1. THE COLLECTION AND CRITICAL ANALYSIS OF INFORMATION ON FIVE SPECIFIC METHODOLOGICAL TOPICS.

- I) PLAN DEVELOPMENT AND IMPLEMENTATION PROCESSES
- II) THE STRUCTURE AND ORGANIZATION OF HEALTH PLANNING (IN) AGENCIES
- III) METHODS USED TO DETERMINE THE REQUIREMENTS FOR HEALTH SERVICES AND RESOURCES
- IV) METHODS USED TO CLASSIFY THE COMPONENTS OF HEALTH CARE SYSTEMS
- V) METHODS USED TO DEVELOP CRITERIA, STANDARDS OR GUIDELINES FOR HEALTH SERVICES

FOR EACH OF THESE TOPICS, MATERIAL FROM DEVELOPED AND DEVELOPING NATIONS WILL BE COLLECTED, REVIEWED, PRESENTED AT WORKSHOPS, AND PUBLISHED. THE FINAL PUBLISHED DOCUMENTS ARE INTENDED TO BE MONOGRAPHS OR TO APPROACH THE STANDARD OF PUBLISHED MONOGRAPHS AS CLOSELY AS POSSIBLE. THE AUDIENCE FOR THE MONOGRAPHS IS TO BE THE WORLDWIDE COMMUNITY OF HEALTH PLANNER-TECHNICIANS.

2. THE COLLECTION AND INTERCHANGE OF INFORMATION THE TRAINING OF HEALTH PLANNERS, INCLUDING (A) TRAINING OF THE LAY DECISION MAKERS OR PLANNING COUNCILS; (B) TRAINING OF PROFESSIONS IN HEALTH PLANNING; (C) TRAINING THE HEALTH PLANNING TRAINERS. IN THIS CASE, MATERIALS WILL BE COLLECTED DESCRIBING ANY PROGRAM IN THE WORLD INVOLVED IN THE TRAINING OF VERY LARGE NUMBER OF HEALTH PLANNERS. THIS INFORMATION WILL BE ORGANIZED, ANALYZED COMPARATIVELY, AND PUBLISHED. THE AUDIENCE INTENDED FOR THIS PUBLICATION IS A TECHNICAL AUDIENCE OF THOSE RESPONSIBLE FOR THE TRAINING OF LARGE NUMBERS OF HEALTH PLANNERS. THIS ACTIVITY IS ALSO EXPECTED TO RESULT IN INTERCONSULTATION BETWEEN U.S. AND FOREIGN INDIVIDUALS AND INSTITUTIONS WITH THE RESPONSIBILITY FOR TRAINING LARGE NUMBERS OF PLANNERS AND COUNCIL OR BOARD MEMBERS.

3. THE DEVELOPMENT OF CHANNELS THROUGHOUT THE WORLD LINKING UNCLASSIFIED

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COLLECTIONS OF HEALTH PLANNING INFORMATION, FOR THE IMPROVEMENT OF COMMUNICATION OF THE INFORMATION BETWEEN NATIONS. THE KEY INSTITUTION IN THE UNITED STATES PARTICIPATING IN THIS ACTIVITY WOULD BE THE NATIONAL HEALTH PLANNING INFORMATION CENTER (NHPIC) WHICH SHOULD TAKE THE RESPONSIBILITY OF ORGANIZING SUCH INFORMATION COMMUNICATED FROM OUTSIDE THE U.S. AND TRANSMITTING THE INFORMATION TO U.S. PLANNERS, AND ORGANIZING U.S. AND NON U.S. PLANNING INFORMATION AND TRANSMITTING IT TO FOREIGN CENTERS. THE PRODUCTS OF THIS PORTION OF THE CONTRACT WOULD BE THE IDENTIFICATION OF NON-U.S. HEALTH PLANNING INFORMATION CENTERS WORLDWIDE, AND THE ESTABLISHMENT OF THE EXCHANGE OF MATERIALS AMONG THEM.

THE OBJECTIVE UNDERLYING THIS CONTRACT IS TO IMPROVE HEALTH PLANNING AT THE LOCAL AND STATE-WIDE LEVELS WITH THE CONCOMITTANT EFFECT OF IMPROVING HEALTH PLANNING GENERALLY THROUGHOUT THE WORLD. TO ACCOMPLISH THAT END, ALL OF THE ABOVE ACTIVITIES WILL STRESS METHODOLOGIES AND INFORMATION USEFUL AT THE LOCAL AND STATE-WIDE LEVELS, AND THE DIFFUSION OF SUCH METHODOLOGIES AND INFORMATION TO HEALTH PLANNERS IN ALL COUNTRIES.

B. IN PERFORMANCE OF THIS CONTRACT:

1. THE CONTRACTOR SHALL, IN COLLABORATION WITH DPM&T, DEVELOP A COMPREHENSIVE WORK STRATEGY, PLAN AND TIME TABLE FOR ALL MAJOR TASKS AND SUB-TASKS WHICH FOLLOW (B.2-5). THE WORK PLAN SHALL DESCRIBE IN DETAIL THE STEPS INVOLVED IN THE FOLLOWING PROCESS:

A. INFORMATION GATHERING (FOR DOCUMENTS AND OTHER INFORMATION):

- (1) IDENTIFICATION OF SOURCES OF DOCUMENT OR INFORMATION
- (2) COLLECTION MECHANISM
- (3) DOCUMENT PROCESSING
- (4) DOCUMENTATION OF OTHER INFORMATION
- (5) DEVELOPMENT OF ROLES AND PROCESSES FOR ACCESSING AND USING INFORMATION AND DOCUMENTS

B. WORKSHOPS

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- (1) AGENDA
- (2) ARRANGEMENTS RELATED TO TRAVEL, MEETING SPACE, EQUIPMENT
- (3) FORMAT
- (4) RECORDING OF THE PROCEEDINGS
- (5) PROCESSING THE PROCEEDINGS AND FEEDBACK TO ANALYSTS
- (6) DECISIONS REGARDING THE PUBLICATIONS OF THE PROCEEDINGS VS. REPORTS PRESENTED BY ANALYSTS
- (7) RECOMMENDATIONS FOR DIFFUSION AND UTILIZATION OF INFORMATION TO POTENTIAL AUDIENCES
- (8) PREPARATION OF THE FINAL PRODUCTS

C. STUDIES, ANALYSIS, SYNTHESSES, REPORTS

- (1) DEFINING THE PARAMETERS OF THE SUBJECT AREA
- (2) REVIEW AND ANALYSIS OF INFORMATION
- (3) PREPARATION OF THE ANALYSTS' REPORTS
- (4) REVISION OF THE REPORTS BASED ON WORKSHOP RECOMMENDATIONS

THIS COMPREHENSIVE STRATEGY, PLAN AND TIME TABLE WILL BE COMPLETED BY THE END OF THE FIRST QUARTER OF THE CONTRACT. IT WILL ALSO PROVIDE FOR REGULAR, QUARTERLY COMPLETION OF SUB-TASKS OF

THE CONTRACT, IN SUCH A WAY THAT THE DEMANDS FOR CONTRACT MONITORING AND U.S. COUNTERPART ACTIVITIES WILL BE APPROXIMATELY UNIFORM OVER THE TWO YEARS' LIFE OF THE CONTRACT. THE COMPREHENSIVE STRATEGY, PLAN AND TIME TABLE WILL BE AGREED UPON BY DPM&T AND WHO PRIOR TO EXPENDITURE OF MORE THAN ONE-EIGHTH (1/8) OF THE FUNDS OF THE CONTRACT.

2. THE CONTRACTOR WORKING WITH DPM&T SHALL ESTABLISH AN ADVISORY OR COORDINATING COMMITTEE COMPOSED OF THREE MEMBERS APPOINTED BY WHO, THREE APPOINTED BY DHEW, AND ONE CONSULTANT.

(1) THE DUTIES OF THE COORDINATING COMMITTEE WILL BE TO:

A. IDENTIFY AND RECOMMEND PROCEDURES FOR ACQUIRING RELEVANT DOCUMENTS AND OTHER INFORMATION ON A WORLD-WIDE BASIS AND FOR ASSESSING THE TECHNICAL MERIT AND QUALITY OF THE INFORMATION.

B. IDENTIFY COUNTRIES THAT COULD BENEFIT MOST APPROPRIATELY FROM THE EXCHANGE OF INFORMATION ENCOMPASSING THE BROAD RANGE UNCLASSIFIED

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OF HEALTH PLANNING ISSUES, INCLUDING NOT ONLY MEDICAL SERVICES BUT ALSO NUTRITION, HEALTH EDUCATION, HEALTH FINANCING, SANITATION, RURAL WATER SUPPLIES, BUT OMITTING THE BROADER ISSUES OF HOUSING, INCOME LEVEL, ETC.

C. DETERMINE THE SCOPE AND PARAMETERS OF THE WORKSHOPS AND MONOGRAPHS TO BE DEVELOPED WITHIN EACH OF THE FOLLOWING GENERAL AREAS:

(1) THE CONSULTANT WILL BE EMPLOYED BY WHO OUT OF PROJECT FUNDS, AS THE PERMANENT SECRETARY OF THE PROJECT.

(1) THE PLANNING PROCESS AS IT IS UNDERTAKEN IN DEVELOPED AND DEVELOPING NATIONS OF THE WORLD, INCLUDING THE PROCESS OF DEVELOPING AND IMPLEMENTING HEALTH PLANS. (THIS IS A GENERAL SUBJECT AND THE FOLLOWING FOUR MAY BE CONSIDERED SUBTOPICS COVERED IN MORE DETAIL IN SEPARATE WORKSHOPS AND MONOGRAPHS)

(2) STRUCTURE AND ORGANIZATION OF HEALTH PLANNING AGENCIES AS RELATED TO THE PLANNING PROCESS AND IMPLEMENTATION. SUBJECT CONTENT SHOULD COVER: (A) POSITION OF THE HEALTH PLANNING AGENCY WITHIN THE GOVERNMENT (FORMAL AND INFORMAL POSITIONS); (B) ITS COMPOSITION; AND (C) ITS FUNCTIONS.

(3) METHODS, TECHNIQUES AND PROCESSES THAT ARE USED TO DETERMINE THE NEED AND DEMAND FOR HEALTH CARE SERVICES, AND ESTIMATES OF THE CONSEQUENT REQUIREMENTS FOR HEALTH CARE RESOURCES. THIS TOPIC WOULD INCLUDE AN ANALYSIS OF TYPES OF DATA USED FOR THESE PURPOSES.

(4) METHODS USED TO CLASSIFY THE COMPONENTS OF THE HEALTH CARE SYSTEM, FOR EXAMPLE, CLUSTERS OF CARE OR SERVICES, THE RELATIONSHIP BETWEEN SUCH SERVICES, AND METHODS USED TO VIEW OR ANALYZE THE RELATIONSHIP BETWEEN SUCH SERVICES, INCLUDING AN ANALYSIS OF TYPES OF DATA.

(5) THE PROCESS OF FORMULATION OF CRITERIA, STANDARDS AND GUIDELINES THAT ARE USED FOR PLANNING FOR SPECIFIC TYPES OF SERVICES, CLUSTERS OF SERVICES, AND MODES OF STAFFING, FINANCING, AND FACILITIES FOR THOSE SERVICES. INCLUDE AN UNCLASSIFIED

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ANALYSIS OF TYPES OF DATA AND COLLECTION OF CLINICAL DATA FOR SPECIALIZED SERVICE AREAS, E.G., MATERNAL AND CHILD HEALTH.

D. DETERMINE THE SCOPE AND PARAMETERS OF THE STUDY OF PROCESSES OF TRAINING HEALTH PLANNERS AT THREE LEVELS: THE LAY COUNCIL OR BOARD POPULATION; PROFESSIONALS WORKING IN HEALTH PLANNING; AND THE TRAINERS OF HEALTH PLANNERS. THE ANALYSIS SHOULD COVER: WHAT IS BEING DONE; HOW IT IS BEING DONE; LENGTH OF THE TRAINING COURSE; POINT AT WHICH THE TRAINING OCCURS IN THE CAREER OF THE INDIVIDUAL (ACADEMIC DEGREE PROGRAM, CONTINUING EDUCATION, ETC.).

E. DESIGNATE A STUDY GROUP FOR EACH OF THE FIVE TOPICS UNDER B.2.C(1)-(5), AND TOPIC B.2 D., WITH THREE EXPERTS DRAWN FROM WHO AND THREE FROM THE U.S. FOR EACH. EACH STUDY GROUP WILL BE ASKED TO COORDINATE THE SYNTHESIS, ANALYSIS, AND CRITICAL REVIEW OF AVAILABLE INFORMATION (U.S. AND FOREIGN) ON THE SPECIFIC TOPIC AND TO ORGANIZE AND CONDUCT A COMPARATIVE ANALYSIS, USING MATERIAL FROM REPRESENTATIVE DEVELOPED AND DEVELOPING NATIONS, BASED ON THE CASE STUDY METHOD AND OTHER METHODS.

THESE STUDY GROUPS WILL USE PERSONNEL DELEGATED BY WHO AND DHEW TO ACCOMPLISH THEIR FUNCTIONS, AS WELL AS CONSULTANTS CONTRACTED OUT OF PROJECT FUNDS AS REQUIRED. WHO WILL ALSO INITIATE A SET OF ACTIVITIES DESIGNED TO ENCOURAGE THE VOLUNTARY PARTICIPATION OF OTHER COUNTRIES IN ASSIGNING TECHNICAL PERSONNEL TO PARTICIPATE IN THESE STUDIES WHERE SUCH PERSONNEL COULD PROVIDE ADDITIONAL SYNTHESIS, ANALYSIS OR CRITICAL REVIEW OF METHODOLOGICAL INFORMATION.

3. THE CONTRACTOR SHALL UNDERTAKE FULL RESPONSIBILITY FOR ARRANGING AND COORDINATING ALL OF THE WORKSHOPS LISTED ABOVE THAT OCCUR OUTSIDE THE U.S. (DPM&T WILL ARRANGE AND COORDINATE WORKSHOPS HELD IN THE U.S.). CONTRACTOR WILL ALSO BE RESPONSIBLE FOR ALL ARRANGEMENTS FOR NON-U.S. PARTICIPANTS FOR ANY SUCH WORKSHOPS WHEREVER THEY SHALL BE HELD (DPM&T WILL BE RESPONSIBLE FOR U.S. PARTICIPANTS.) FINALLY, FINANCING OF TRAVEL OF PARTICIPANTS TO SUCH WORKSHOPS WILL BE AS FOLLOWS EXCEPT IN EXCEPTIONAL CIRCUMSTANCES:

AFFILIATION SOURCE OF FUNDING
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WHO EMPLOYEES WHO

U.S. EMPLOYEES U.S. GOVERNMENT

EMPLOYEES OF FOREIGN WHO WILL ATTEMPT TO INTEREST
GOVERNMENTS GOVERNMENTS OF SUCH EMPLOYEES
IN SPONSORING TRAVEL

CONSULTANTS PROJECT FUNDS

IN EACH WORKSHOP, THE SPECIFIED STUDY GROUP WILL PRESENT
A CRITICAL REVIEW OF AVAILABLE KNOWLEDGE ON THE TOPIC
USING CASE STUDIES AND COMPARATIVE ANALYSES. OTHER
PARTICIPANTS WILL BE LIMITED TO A SMALL NUMBER OF WHO,
DHEW AND OTHER EXPERTS, NOT TO EXCEED 25 IN NUMBER. THE
SITE FOR EACH WORKSHOP WILL BE DETERMINED BY THE
ADVISORY COMMITTEE AND APPROVED BY THE PROJECT OFFICER.

4. FOLLOWING THE WORKSHOP PRESENTATIONS AND BASED ON THE
RECOMMENDATIONS OF THE ADVISORY COMMITTEE, THE CONTRACTOR WILL:

A. PREPARE, FOR PUBLICATION, THE STUDY GROUP REPORTS AND
THE WORKSHOP PROCEEDINGS, EITHER SEPARATELY, COMBINED, AND/OR
SYNTHESIZED IN A FINAL MONOGRAPH.

B. DEVELOP FOR EACH OF THE SIX TOPICS SPECIFIC RECOMMEN-
DATIONS FOR THE DIFFUSION AND UTILIZATION OF THE INFORMATION
TO POTENTIAL AUDIENCES.

5. FOLLOWING THE RECOMMENDATIONS OF THE ADVISORY COMMITTEE,
ESTABLISH A LINKAGE (NETWORK) OF REGIONAL AND/OR NATIONAL
HEALTH INFORMATION CENTERS WHICH WILL CONTINUALLY SUPPLY THE
NATIONAL HEALTH PLANNING INFORMATION CENTER WITH RELEVANT
DOCUMENTS AND OTHER INFORMATION, AND WHICH WILL, IN TURN, HAVE
READY ACCESS TO INFORMATION IN THE NHPIC COLLECTION. KISSINGER

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